

Navigating Complexity with Precision: Strategic Approaches to Time and Attendance System Design

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ABSTRACT

In an era where intricate systems form the backbone of organizational operations, the need for precision in design and system setup is more crucial than ever. This paper introduces a comprehensive guide that serves as a cornerstone in navigating the complexities of Time and Attendance (TAA) system configurations. Aimed at both establishing new components and refining existing ones, the guide acts as a detailed roadmap, encompassing a wide array of elements such as paycodes, holiday configurations, accrual systems, and bespoke organizational solutions for new country launches or business launches in existing countries.

A significant focus of the guide is on preemptive measures. It presents a series of thought-provoking questions, encouraging users to contemplate potential oversights, the interplay between various system components, and the broader consequences of their configuration choices. This proactive approach aims to streamline the setup process, preempt common pitfalls, and promote a holistic perspective in system design.

The guide also emphasizes the importance of adhering to legal compliance, including labor laws and data privacy regulations, and acknowledges cultural factors like public holidays and workweek structures. It further discusses technical considerations vital for global operations, such as time zones, language support, and currency and payroll integrations. The user accessibility aspect, with its focus on interface design, training materials, and accessibility features, ensures that the system is inclusive and user-friendly.

Scalability and flexibility are also core themes, highlighting the importance of customization, system growth capability, and seamless integration with other systems. Moreover, the guide underscores the necessity of robust support and maintenance structures, ensuring continuous improvement and adaptation to changing needs and regulations.

This guide presents a strategic approach to TAA system design, blending meticulous attention to detail with a broad, preventive outlook. It is an essential tool for professionals tasked with navigating the intricate landscape of system configurations, striving to achieve operational excellence through flawless design and execution.

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Introduction

The art of design and system setup is intricate, demanding meticulous attention to detail. As organizations grow, diversify, and adapt to changing business landscapes, the complexity of their operational systems inevitably follows suit. With this complexity comes the potential for oversight, which can lead to operational hiccups, inefficiencies, or even system failures.

Addressing this challenge, our guide is crafted to serve as both a primer and a checklist. Whether one is setting up a new component or recalibrating an existing one, the guide provides a robust framework. It meticulously breaks down the various elements

involved - from paycodes, which dictate payment structures, to holiday configurations, which influence workforce availability. The guide also addresses more advanced areas, such as accrual systems that track employee benefits over time and custom solutions tailored to unique organizational needs.

Ultimately, the guide's ethos is rooted in prevention rather than cure. By posing thoughtful questions across various domains, it encourages the user to consider potential pitfalls, interdependencies between systems, and the wider ramifications of their configuration choices. In doing so, it aims to streamline the setup process, preempt common oversights, and foster a more holistic approach to system design.

Legal Compliance

Labor Laws: It is essential to have a clear understanding of and fully comply with local labor laws. These laws govern various

aspects of employment, including working hours, overtime, breaks, and holidays. By adhering to these regulations, you can ensure a fair and safe working environment for all employees.

Data Privacy: In today's digital age, protecting personal data is of utmost importance. It is crucial to adhere to local data protection regulations, such as the General Data Protection Regulation (GDPR) in Europe. These regulations provide guidelines on how organizations should handle and safeguard personal data to ensure privacy and prevent unauthorized access or misuse.

Cultural Considerations

Public Holidays: It is important to consider and incorporate local and national holidays into the system. This ensures that the system is aligned with the cultural practices and expectations of the users. By accounting for public holidays, the system can provide accurate and relevant information to users, allowing them to plan and manage their tasks effectively.

Workweek Structure: Another key cultural consideration is the variation in workweek structure across different regions. For example, in some Middle Eastern countries, the workweek may start from Sunday and end on Thursday. It is crucial to account for these variations in the system to accommodate the needs and preferences of users in different regions. By providing flexibility in the workweek structure, the system can cater to a wider range of users and ensure a seamless user experience.

System Configuration

Time Zones: It is crucial to ensure that the system is capable of handling different time zones, especially if the application or software is intended for global use. This feature will allow users from various regions to effectively utilize the system without any confusion regarding time differences.

Language Support: In order to cater to a wider user base, it is essential to provide multi-language support. This will enhance the usability of the system in different regions, enabling users to interact with the application or software in their preferred language. By implementing this feature, language barriers can be overcome, leading to a more inclusive and user-friendly experience.

Currency and Payroll Integration: To streamline financial processes, it is important to configure the system to support local currencies. This will enable users to perform transactions and handle financial operations in their respective currencies, eliminating the need for manual currency conversions. Additionally, integrating the system with payroll systems will facilitate seamless payroll management, ensuring accurate and efficient salary processing for employees.

User Accessibility

User Interface: Design an intuitive and user-friendly interface that allows users to easily navigate through the system and access the desired features and functions.

Training Material: Provide comprehensive training materials in local languages to ensure that users have a thorough understanding of the system and its functionalities. The training materials should include step-by-step instructions, video tutorials, and interactive exercises to cater to different learning styles and preferences.

Accessibility Features: Implement accessibility features such as adjustable font sizes, color contrast options, and keyboard

shortcuts to make the system more inclusive and accessible to users with visual impairments or physical disabilities.

Multilingual Support: Develop the system to support multiple languages, allowing users to choose their preferred language for a more personalized and user-centric experience.

Scalability and Flexibility

Customization: It is important to ensure that the system can be easily customized and tailored to meet specific business needs or accommodate any changes in local regulations. This allows businesses to adapt and modify the system as necessary to stay compliant and efficient.

Scalability: Another key aspect to consider is the ability of the system to scale and handle an increase in users or accommodate expansion into additional countries. This ensures that the system can grow and adapt alongside the business, without compromising performance or functionality.

Flexibility: In addition to scalability, the system should also be designed with flexibility in mind. This means that it should be able to seamlessly integrate with other systems, support different workflows, and easily accommodate any future changes or enhancements that may be required.

Technical Considerations

Time Tracking Methods: Evaluate and select suitable time tracking methods, taking into account factors such as biometric systems, card swiping, and mobile apps. Consider the advantages and disadvantages of each method before making a decision.

Data Backup and Recovery: Develop and implement comprehensive data backup and recovery procedures to ensure the safety and availability of important data. This includes regular backups, off-site storage options, and testing the recovery process to verify its effectiveness.

Security Measures: Establish a multi-layered approach to security, incorporating measures such as encryption, access controls, firewalls, and intrusion detection systems. Regularly update and monitor these security measures to protect sensitive data from unauthorized access and potential threats.

Integration with Other Systems

HR and Payroll Systems: It is crucial to ensure seamless integration with existing HR and payroll systems in order to streamline processes and improve efficiency. By integrating the new system with the existing infrastructure, organizations can eliminate duplicate data entry, reduce errors, and save time and resources.

Reporting Capabilities: In addition to seamless integration, it is important for the new system to have comprehensive reporting capabilities. This will enable management to access real-time data and generate accurate reports for decision-making and compliance purposes. With robust reporting features, organizations can gain valuable insights, monitor key metrics, and ensure legal compliance with ease.

Support and Maintenance

Local Support Teams: It is crucial to establish local support teams who not only have a deep understanding of local languages and contexts but also possess the necessary expertise to provide

effective assistance to users in various regions.

Effective Communication Channels: In order to ensure smooth operations and address any potential concerns or issues, it is recommended to establish efficient communication channels between the support teams and users. This will enable prompt and effective resolution of problems and ensure a high level of customer satisfaction.

Continuous Improvement: Implementing a system of regular system updates and maintenance is essential to keep the software running smoothly and to address any bugs, glitches, or security vulnerabilities that may arise. By regularly updating and maintaining the system, you can ensure that users have access to the latest features and enhancements, as well as a secure and reliable service.

Elements to Consider	Questionnaire	Guidelines		
Paycode Configuration Design Guidelines				
Impact on Visibility and Access Profiles	Is this paycode Visible to User ?	💡 The user can be Employee, Support team, Time admin, Site HR and other support team. So work with Product Manager to Identify the all the user.		
	Have you identified who needs access to the paycodes and what type of access? Verify the required Paycode Access Profiles? Is it specific to a country or a group of employees.	💡 Visibility of Paycode - Identify where the paycode should be visible. Ex: Timecard, report, etc. So work with PM to Identify the all the user.		
	Is any change required to GDAPs ?			
	New paycode impacts display order?			
Impact on Basic Building blocks	Will this paycode be part of any combined paycode ? Is the parent paycode of same type as new paycode ?	💡 Combine paycode can be country specific or it can be global Paycode, more than one country or business line uses the paycodes		
	Will this paycode excuse absence?			
	Paycode counts towards Overtime ?			
	Check the affected combination rules, Pay			
	code distribution PCDs and Payrules			
	Does it impact Bonus /Deduction rule ?			
	Does it have impact on employment terms ? ex : Associating work rule with duration paycode			
	Is this paycode pay impacting?	💡 Identify the payroll interfaces.		
	Are any Genies affected by the paycode addition?			
	Are any hyperfinds affected by this paycode?			
	Are any Override value profiles affected ?			
	Are any Adjustment rules affected ?			

Impact on Custom solution/ Custom reports	Will this paycode be a part of any custom solution or report(interfaces, scripts)?			
	Identify the Stored Procedures or scripts to be updated			
	Are any lookup tables affected or need to be updated?			
Impact on holiday configurations	Is it a holiday paycode and impacts any holiday credit rule?			
	Is the Holiday Credit Rule attached to an Employment Term?	💡 Some regions use Holiday Credit rules attached to Employment Terms. If so, review Employment Terms tab		
Impact on Accrual configurations	Will this paycode have any accruals attached to it ?	💡 we have few paycodes need to consider for earning grants in accrual. Please work with you Product manger to add it		
	Will it have any impact on Cascading policies ?			
	Will it need any new Request subtype configuration or changes?			
	Is it an intermediate paycode? Another paycode or accrual will be generated based on this paycode.			
	Identify affected Accrual policies			
Impact on Attendance	Is paycode affecting attendance events ?			
	Is paycode used to excuse the Attendance?	💡 Work with your team to add the paycode in Attendance points impacting related interface or configurations.		
Impacted Upstream/Downstream Systems	Should the new paycode be visible in employee UI?	💡 You need to provide the access to employee view paycode. And also you have to do the SIT with UI and also scheduling integrations		
	Should the new paycode be added to Pay extract ?	💡 you need to work with Payroll team for setting up new paycode in their system and also you have to do the SIT. Work with your PM to identify the payroll team contact		
	Should the new pay code be added to any other payment system or leave management system ?			

	Should the new paycode be added to BI tools or reporting system?	💡 Most of the new paycode will be added in the BI/ Reporting tools Work with your PM to identify those teams		
	Check if the new paycode is impacting any specific population group and any report to the population group.	💡 For example, Some business will have report/ interface specific to agency employees. So check if the new paycode going to impact them.		
Scalability	will this paycode be used by multiple the business lines?	💡 Check the impacted objects based on business lines.		
	will this paycode be used by multiple countries ?	💡 Name of the global paycode should start with GBL.		
Naming	We use 'ISO Alpha 3 digit' country code when setting up configuration building blocks. Use 'ISO Alpha 2 digit' state code, if configuration differs by state.	💡 Check the existing naming convention for countries or business lines and consider the potential impact if we change the naming of the new paycode from the current convention. For example, the Support team may want to view specific paycodes in a certain order. If they are using a paycode called "holiday" and you have been asked to add "Holiday OT," it is important to collaborate with the Support team first to ensure that they are not overlooked when making changes.		
SOP	Did you check that adding new paycode in system impacted any of the existing SOP ?	💡 Work with your PM to identify such SOP. SOP can be from Support team, Time admin , Local Sites		
	Are you creating the Duration paycode?	💡 duration paycode may create the overlapping duration and unwanted exception to timecard. This could create the attendance and Pay defects in system. So make sure to test it before using the duration paycode		
Holiday Configuration Design Guidelines	Questionnaire	Guidelines		
Elements to Consider		Guidelines for New Holiday Set up	Guidelines for Existing Holiday Set up	
Impact on holiday configuration building blocks - Holiday Table, Holiday zones, Holiday credit rule, Holiday Profile	Identify the start date, end date and timings of the holiday to be configured in the holiday table	Start date is actual holiday date at 12:00AM and end date Actual holiday +1 at 12:00AM and Make sure there is no existing holiday already there in system	Start date is actual holiday date at 12:00AM and end date Actual holiday +1 at 12:00AM	

	Any configuration impact due to night shift ?			
	Identify correct naming convention if multiple LOBs/locations/countries are using the same holiday	Start with Country ISO with either 2 or 3 digits	Start with Country ISO with either 2 or 3 digits	
	Identify list of holiday zones affected by this holiday and select the holiday in respective zones if required			
	If employee works on holiday, is he eligible for full holiday credit ?	No need to update unless new credit is needed		
	Type of holiday credit (Fixed, based on schedule, etc)			
	Holiday worked hours belong to which day ? (Fixed rule, scheduled in day, out day, etc)			
	Are any work history qualifiers applicable to get holiday credit?			
	Do contributing shifts affect holiday credit ?			
	Should the employee work before or after or both days to get the holiday credit?	Depends on country/business policy?	Depends on country policy?	
	Any alternate holiday credit rule needs to be configured ?	This Holiday Credit rule shouldn't be touched unless the policy is changed	This Holiday Credit rule shouldn't be touched unless the policy is changed	
	Identify the paycode associated to holiday(credit should go in which pay code)			
	Should there be any work rule associated with the holiday ?			
	Identify and update the holiday profile			
	Is the holiday going to behave as per default holiday zone and holiday credit rule or separate rules applicable for particular holiday ?			
Basic building blocks	Any impact on holiday and unscheduled day request settings			
	Any impact on combined/contributing paycodes			
	Any impact on bonus and deduction rules			
	Any update required to adjustment rules			
	Any update required to employment terms			

	Identify and update the required combination rules, PCD, work rule and payrules		Add existing Holiday in Employee Request Period along with holiday name, request subtypes, and date	
Impact on Accrual configurations Custom solutions/ reports	Does working on holiday affect any Accrual ? Ex: Compensatory Off			
	Is there any impact on reports or custom solutions?			
	Any update required to pay extract			
	Any update required to lookup tables			
Naming	New Holiday should be added per locationbor by other components			
Pay Rule Configuration Design Guidelines	Questionnaire	Questionnaire	Guidelines	
Impact on Visibility and Access Profiles	Is this Pay Rule Visible to User ?	💡The user can be Employee, Centralized team, Time admin, Site HR and other support team team. So work with PM to Identify the all the user.		
	Have you identified who will be assigned to the Pay Rule? Is it restricted to an Employee Type or Class?	💡 New Pay Rule should only be created if the requirements are deviating from others. Lookout for consolidation options by discussing with PM.		
Impact on Basic Building blocks	Are any hyperfinds affected by this Pay Rule?	💡 There hyperfinds query which is related to Time off/GTOR. Make sure you have done the research on this		
	If the Pay Rule is Existing, is the Pay Rule being used by any other population group?	💡 The other population groups who are using the same Pay Rule and not in scope will have negative impact. Verify with the PM & Site HR if the group should also be in scope.		
Impact on Custom Solution/ Custom reports	Will this Pay Rule be a part of any custom solution or report (interfaces, scripts)?	💡 Custom programs logic may use the Pay Rule for criteria selection. Make sure the Pay Rules in scope are added to all that may have an impact.		
	Identify the Stored Procedures or scripts to be updated Are any lookup tables affected or need to be updated?			
Impacted Upstream/Downstream Systems	Will this Pay Rule be a part of any custom solution or report (interfaces, scripts)?			
Scalability	Will this Pay Rule be used by multiple Population Groups within the line of business?	💡 Check the impacted objects based on Population.		

Naming	We use 'ISO Alpha 3 digit' country code when setting up	💡 When considering country or business lines, it is important to think about what would be best to use. In cases where the configuration differs by state within a country, it is worth considering the potential impact of changing the naming convention for the new Pay Rule from the existing one.		
Impact on Visibility and Access Profiles	Accrual Code should be Visible?	💡 Once the Accrual code is set to hidden, it will not be visible to any user except for a few specific reports.		
	Verify if accrual code is set to be allowed for Manual edits? Have you identified who needs access to the accrual codes and kind of access?			
	Verify if Accrual Code need to be included in any GDAP? Is it specific to a country or a group of employees			
	Will the Accrual Code be used as Primary Accrual Code or Overflow accrual Code in Accrual Policy?			
	Will the Accrual Code be used in Cascading Policy?			
	Overflow accrual Code in Accrual Policy?			
	Will the Accrual Code be used in Cascading Policy?			
	Will the Accrual Code be used in Balance Cascade?			
	Verify if the Accrual Code need to be included in any Hyperfind conditions to extract employees based on accrual earnings/grant?			
	Verify if accrual codes are used in Accrual Detail Genie?			
	Are there any request subtypes associated with the new accrual code or existing one ?	Check if request periods have to be configured or refreshed?		
	Are override value profiles in use and is there any impact ?	Check if Day type equivalence values are in use.		

Impact on Accrual Policy Configuration	Identify what is the main accrual code, Overflow accrual code and their need in the accrual policy?			
	Verify if the balance accrued through grants should be rounded?	Identify whether accrual balance granted should be available immediately or after completing the probation.		
	Is probation single upon hire or recurrent?			
	Identify the date pattern assigned as length of service in the accrual policy and how it's used to grant or limit the accrual balance managed through the accrual policy?			
	Identify the grants required in the policy and analyze how frequently they can generate the accrual balance? And how the generated grants can be expired?			
	Identify the limits required in the policy and analyze how they can limit the balance in the main accrual code and transfer the remaining balance to overflow bucket or forfeit in aligned to length of service ?			
	Identify if the takings should be capped upto a maximum value per day/week or based on date pattern using Taking Limit?			
	Identify what are the paycodes that can deduct the accrual balance	Taking Paycode type can be Hours when Accrual code is in Days/ hours. But it can be days when accrual code is in hours		
	Identify if the overdraft should be disallowed or warning should be raised while balance getting reduced			
Impact on Custom solution/ Custom reports	Will this accrual code be a part of any custom solution (interfaces, scripts), Reports, Run Control IDs?	💡 Some of the accrual code will be used on Payout interface, Accrual extract interface.		
	Identify the Stored Procedures or scripts to be updated			
	Are any lookup tables affected or need to be updated?			

	Is this accrual code deducted by any paycodes attached to it's accrual policy?			
	Is this accrual code granted due to paycodes/combined paycodes?			
Impacted Upstream/Downstream Systems	Should the new accrual code be visible in employee self service?			
	Should the new accrual code be added to BI reporting tools?			
	Should the new accrual code balance should be fed to schedule/forecasting system ?			
	Check if the new accrual code is impacting any specific population group and Time and attendance is sending any report for the population group.	💡 For example, Some countries will have report/interface specific to agency employees. So check if the new accrual code going to impact them.		
	Is the accrual code fed into Pay extract?			
Scalability	will this accrual code be used by multiple the business lines?			
	will this accrual code be used by multiple countries ?	💡 Check what is existing naming convention for country or business lines and think what could be the impact if we change the naming of new accrual code from their existing naming convention.		
SOP	Did you check if the accrual code can be reseted in the future?			
	Any Manual import of this accrual needed on golive			
	Did you check that adding new accrual code in system impacted any of the exsiting SOP ?			
Impact of Accrual Profile configuration building blocks - Dates, Date Patterns, Grants, Limits, Probation Period, Balance Cascade	Identify the date of accrual grant and if the date should be person specific date or site-wide date?			
	Identify the frequency of the grant to accrue or measure the length of service?			
	Identify if the grant should be expired automatically over period of time or should not expire?			

	Identify correct naming convention if multiple locations/countries are using the accrual building block			
	Identify if the grant should happen repeatedly at every instant of date pattern or once after hire?			
	Identify if unused accrual code balance should be carry forwarded to next year or expired at the year end using carryover limit?			
	Identify if the total accrual code balance should be capped using Earned Balance limit?			
	Identify if the accrual code earned value should be capped within accrual interval using Earned Amount Limit?			
	Identify if the takings should be taken in minimum increments?			
	Identify if the takings should be capped upto a maximum value per day/week or based on date pattern using Taking Limit?			
	Identify if the accrual takings allow overdraft?	💡 Sometimes, due to limitations in external systems, we allow the employee balance to go negative. For example, some Time off request related batch integrated system is not a real-time system and cannot check the balance in Time and Attendance in real time. As a result, some profiles may go negative, even though the policy does not allow it, but the configuration permits it.		
	Identify if the excess balance goes to Overflow accrual code or nullified upon applying the limit?			
	Verify if the accrual code get accrued instantaneously or should employee complete minimum probation period? Is this probation only once or happens for every accrual grant?			

	Verify if the accrual code balance is paid out to any paycode through balance cascades at every repeated intervals?			
	Verify if the accrual code balance is transferred to any accrual code through balance cascades at every repeated intervals?			
	Verify if different population groups are using different balance cascade groups and used in accrual profiles?			
	Verify if the different population groups are using different accrual profiles?			
	Verify if any accrual policy is set to be hidden/visible in order to hide accrual code on Time and attendance system?			
	Is there any Genie set to display accrual profile column?			
	Is there any Hyperfind query having conditions on Accrual Profile names?			
	Any update to GDAP required to include Accrual profile names or accruals configuration?			
	Should the accrual profile be added to any employment term?	💡 Most of the accrual profile is created for time off. Some of GTOR related hyperfind queries created based on accrual profile and may have impact. Make sure to check.		
	Any update to GDAP required to include Accrual profile names or accruals configuration? Should the accrual profile be added to any employment term?			
Custom solutions/ reports	Is there any impact on reports or custom interfaces? Any update required to lookup tables			
Impacted Upstream/Downstream Systems	Any impact to Employee self service due to accrual profiles creation?			
	Any impact to Timeoff tool due to new accrual profiles?	💡 Most of the accrual profile is created for time off. so you may have impact on employees self service, Time off.		
Scalability	Is this Accrual configuration shared among multiple business line or countries			

Naming	We use 'ISO Alpha 3 digit' country code when setting up configuration building blocks. Use 'ISO Alpha 2 digit' state code, if configuration differs by state.	💡 Check what is existing naming convention for country or business lines and think what could be the impact if we change the naming of new accrual code from their existing naming convention.		
SOP	did you check is there any existing SOP available for centralized team	💡 Since most of the accrual profiles are created for time off, centralized, Time admin has their own SOP for associates who go for conversion		
Time Off Requests	Questionnaire	Guidelines		
Impact on how user will be notified	Employee self-service or any employee facing tool	Review the end user access		
	How are we notifying users about timeoff requests? From the possible options like Email, widgets alert, sms, Inbox.			
	What type of notification needs to be created (submitted, approved, rejected, retracted)?			
	Who should be notified during the timeoff status change (employee/manager/HR)?			
	Whether repeated(duplicate) notifications regarding the timeoff requests should be sent to managers/approvers to take action on the timeoff requests? Is yes on what frequency?			
	Whether an one click url should be added in the notification message for the managers to redirect to that particular timeoff request page?	💡 If there is any issue with workflow notification, it could related to servers. Please cut sim to infra team to check the server setting 💡 For alerts to be visible at a device, the user's Notification Profile must be set for E-mail, Inbox, or both.		
	Whether email notification settings are enabled in application already?. If not, what is the procedure to enable the settings.			
	Whether user will need the alert notification(s) in Kronos InTouch clock?. If yes, do we have device configurations already in Time and attendance or should we create new configurations for this and assign it to respective clocks?			

	Whether the Navigator alert for timeoff requests needs to be enabled for employees and managers/approvers?	💡 If using Notification Profiles that send alerts to a navigator or email with oneclick notifications, each user’s navigator must include an Alerts widget. 1.) From the Manage Navigators Widget Parts tab, select Alert Sub-category, click New , configure and Save. 2.) Select the Navigators tab, select a navigator, and click Edit and In the Navigator Alerts dropdown list, select the appropriate Alerts widget and click Save. Navigator alert: 💡 For example, if you are configuring an alert to notify employees that a time-off request period is open, you should configure the ESS Calendar to be the “receiving” widget.		
	How would Kronos receives the time off ?			
	Which system will provide the Time off information to Kronos ? time			
	What will happen after receiving the time off information? What will happen to schedules ?			
	Whether user's needs to apply Time-off requests from Kronos clocks? If yes, do we have an existing process templates			
Who will approve the time off	Approval Step Configuration not exists in Kronos	Whether need to Set an 'Automatic Action upon Inactivity' OR 'Automatic Action before Request Start Date'('n' days before the Request start date)?		
	Should we create a Reviewers list and assign to users in their people record?			
	How to handle the historic timeoff entries?			
	Whether the approved timeoff requests should create a open shift?			
	Whether the cancelled timeoff requests should assign back the same schedule which user had before?			
	Whether the timeoff request start time is fixed or will it come from the schedule?			

	Whether accruals and related pay code would be visible while applying the timeoff?			
	Do user requires any new languages other than English? is user going to request the time of from Employee self service?			
	Think what will happen to request if Manger didnt approve the Attendance Points/Infraction to trigger using Paycode ?	💡 Paycodes can be used to trigger Points using Attendance Events. So Manual entry of paycode should be educated not to use unnecessarily		
Attendance	Questionnaire	Guidelines		
	Attendance Points/Infractions should trigger using Exception ?	💡 Exceptions like Late In, Early Out, Long Break, Unexcused Absence, unexcused Absence with paycode can be used to trigger Attendance Points		
	The earned Points need to be expired ?			
	What all the system need to consider when Attendance Configured?			
	What all the Interfaces need to consider?			
	Is the Points gained can be Negated on same day?			
Other consideration	Payroll Lock Issue in apply rules			
	What will you do if you see issue in Apply rules engine?	When applying Apply Rules Engine you may get Payroll lock error with some past date. By that time Use 'Ignore Timecard Data Marker' in quickfind using effective date as payroll lock date+1.		
	Whom needs the access for paycodes trigger/negate Points			
	What are the Manual Edits can be seen in Attendance Editor			
	what need to be considered when points come into Expiration			
	Attendance engine not updating points for default date, What we should do when points are not getting updated in attendance editor for a particular day when an event is added through pay code?	💡 While applying rules, start date should be event date		

	Punch edits done in closed pay period	💡 Whenever admin making punch correction for closed pay period , they should make sure that attendance points are also corrected during the close pay period as interface will not reconcile the closed pay period.		
Employment Terms Design Guidelines	Questionnaire	Guidelines		
	Are holiday profiles to be included in employment terms?	💡 If holiday profiles are to be used, they can be selected only under employment terms		
	Does employment term guide the working hours? Identify and configure accordingly under work hours definition			
	Does employment term guide accrual profile for employees			
	Should employment term allow schedule inheritance ?			
	Are there any duration paycodes which need to be mapped to workrules? Identify the same and configure.			
	Does employment term guide overtime for assigned employees ?			
	Identify the Hyperfind which might need addition of new employment term			
	Is this employment term shared amongst different countries or business ?			

Conclusion

In today's rapidly evolving business landscape, the art of system design and setup plays a crucial role in ensuring operational efficiency and compliance. This guide serves as a comprehensive blueprint for navigating the complexities of Time and Attendance Administration (TAA) systems. It addresses various aspects of system configuration, including paycode structuring, local labor laws, and cultural nuances.

By presenting thought-provoking questions and guidelines across domains like legal compliance, cultural considerations, and system scalability, this guide aims to preempt common pitfalls in system design. It encourages stakeholders to explore the interdependencies of system elements and the broader implications of configuration choices. This approach streamlines the setup process and fosters proactive problem-solving and holistic planning.

As organizations grow and diversify, this guide becomes an essential tool for ensuring compliant, efficient, and adaptable TAA systems. It emphasizes the importance of thorough preparation and foresight in system design to enhance operational effectiveness

and mitigate risks. Empowering teams with clarity, confidence, and success, this guide contributes to the seamless functioning of organizational operations [1].

Reference

1. (2023) Time and Attendance Help. Customer2.Kronos.com <https://www.ukg.com/solutions/time-and-attendance>.

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